

STATS GYM



Fitness Association of the
Bureau of the Census
(FABOC)

Member Handbook

Updated 2026

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Mission and Vision

Mission

To promote wellness and improve the quality of life both inside and outside of the office.

Vision

We believe...

- through periodic health screenings and wellness education, individualized fitness programs can be designed to help each member reach their personal fitness goals;
- participating in a consistent and appropriate fitness program enables our members to improve their overall quality of life;
- creating a heightened interest in health and fitness improves the overall quality of life at Suitland Federal Center;
- offering the best facility, programs, and professional resources creates a positive and fun experience to help members achieve their personal goals;
- a fitness center at the workplace creates community and serves as an employee retention tool as well, along with offering additional benefits such as
 - improved
 - sleep
 - energy and endurance levels
 - sports performance
 - personal attitudes towards self, work, and family;
 - reduced
 - stress
 - health risks;
 - athletic injury prevention; and
 - maintaining a comfortable body weight.

Introduction

Welcome!

This Member Handbook is designed to assist you in enjoying the Suitland Train & Tone Studio (STATS gym) to the fullest. Please read the gym's policies and guidelines to take advantage of your membership and all the services it has to offer. Every member must comply with the rules and policies in this Handbook.

Yours in Health,

The Fitness Association of the Bureau of the Census (FABOC) STATS Board of Directors

Rules and regulations for STATS gym use are established and enforced by its Board of Directors. The power to enforce these rules and regulations extends to the onsite contractor managing daily gym operations ("the management company").

Each member must comply with the following rules and policies.

Weekday Operating Hours

Mondays through Thursdays—6 AM to 7 PM

Fridays—6 AM to 5 PM

Closed Saturdays and Sundays.

Members must finish showering 15 minutes prior to closing time and promptly exit the facility before doors are scheduled to be locked.

STATS gym adheres to Suitland Federal Center (SFC) and Office of Personnel Management (OPM) emergency directives on delayed openings and early dismissals.

If liberal leave is in effect, STATS gym is open regular operating hours.

Refer to the **Closure Guidelines** section for more information on STATS operating hours.

General Facility Policies

Food and Beverage/Smoking

No food, beverages, or illegal drugs will be consumed in the locker rooms, exercise room, or group exercise studio except during special events sponsored by the fitness center or in designated areas. Water bottles are permitted. Smoking and vaping are absolutely prohibited within the confines of the fitness center.

Attire

While using the fitness center, individuals may wear shorts, T-shirts, sweatshirts, tank tops, warm-up suits, compression gear, and exercise leggings/tights. Full-length shirts are required. Appropriate footwear—tennis shoes/sneakers—must be worn to use cardio machines, strength training equipment, and weights and, unless the instructor specifies otherwise, to participate in group exercise classes. Exercising in business attire, a sports bra without a shirt, or dress shoes is prohibited. Black-soled shoes are not permitted on the Group Exercise studio floor.

Scent-Free

STATS adheres to the Suitland Federal Center's no-scent policy. Refrain from wearing perfumes, colognes, and scented personal care products and spraying scents in locker rooms.

Cell phone use

To protect members' privacy and to not distract others, take cell phone calls and video conversations outside to the Main Street corridor. Video chat or recordings are strictly prohibited in locker rooms. Photographing Group Exercise class participants and instructors is prohibited without each individual's express permission.

Gym bags

Store gym bags in or atop locker room lockers. Bags are not allowed in the exercise spaces.

Guests

Non-members may purchase a 1-day guest pass for \$15.00. All guests must complete a health and a liability waiver.

Exercise Rooms/Equipment

Between 11 a.m. and 1:30 p.m., cardiovascular machines can be used for no more than 30 minutes when other members are waiting for a turn.

Members are responsible for cleaning and returning equipment to racks and shelves, including free weights (by appropriate pounds), exercise and medicine balls, and rolled mats.

Music

All personal music devices used in the exercise room are permitted only with the use of earphones or earbuds.

Group Exercise Floor, Classes

Class schedules are established by the management company in conjunction with FABOC's Board of Directors. Scheduled classes have priority use of the exercise floor. Prior approval must be obtained from the management company to conduct independent exercise sessions involving three or more participants in a room.

Lost and Found

Lost and Found is located at the front desk. Found items are retained for one month. After one month, unclaimed toiletries are discarded and all other items delivered to GSA's Lost and Found. Jewelry or valuable items (as determined by the onsite fitness team) will be placed under lock and key until claimed. Neither FABOC nor the management company will be held responsible for items placed in the Lost and Found.

Emergency Evacuations

In the event of an emergency evacuation, all participants must exit the fitness center and follow instructions for where to report. Failure to follow evacuation instructions a second time will result in membership termination.

Showers

Body wash is provided for members. Showers are to be kept to a reasonable length of time (not to exceed 10 minutes) and conclude 15 minutes prior to the gym closing. Members bring their own towels, washcloths, and personal care items. Wet towels, clothes, socks, etc. are not permitted to be hung to dry in the locker room. Members are required to take home and launder dirty clothing each week. Soiled clothing and shoes are prohibited from being stored in lockers, including rentals.

Lockers

Members and guests are advised to lock their belongings in a locker with a personal padlock during workouts and, to be safe, leave valuables at home. FABOC and the onsite fitness team are not responsible for any lost or stolen items in rented or daily-use lockers or left unattended at the gym.

There are a limited number of men's and women's lockers available to rent. Members requesting a rental locker may be put on a wait list until a rental locker becomes available.

Daily-use lockers may be used during each fitness center visit. Personal belongings are *not* to be left overnight in daily use lockers, on the top of locker bays, or anywhere else in the locker room. A violation notice will be placed on a daily-use locker for two days, allowing time for a member to retrieve their items. After that time, any lock will be cut and items removed from the locker and stored in the gym's lost and found for three weeks. Unclaimed items are then delivered to GSA's lost and found. Refer to the **Lost and Found** section.

Membership Policies

Eligibility

Federal employees are eligible to join STATS gym under one of the two following FABOC membership categories:

1. **Regular Membership.** U.S. Bureau of the Census, Bureau of Economic Analysis (BEA), Bureau of Labor Statistics (BLS), and General Services Administration (GSA) employees, including part time, full time, on detail, or regional office staff, contractors, and retirees. Regular members have full voting rights.
2. **Special Membership.** Membership may be extended to other groups of individuals at the discretion of the STATS Board of Directors.

FABOC shall be open to all federal employees who qualify as members. Each member will have access to programs and activities generally arranged or made available, subject only to any conditions or limitations set by the contractor in conjunction with a duly authorized physician.

Status

A STATS gym membership shall be granted to all individuals who fall within the two membership categories upon payment of an initiation fee and membership dues. If employment status changes during a membership term in which the member no longer meets the membership eligibility, the employee's membership will be terminated immediately. If the STATS gym membership reaches maximum capacity, the Board of Directors reserves the right to discontinue membership sales and establish a wait list until space becomes available.

Identification

When entering the fitness center, all members must scan their STATS gym barcode ID. This process ensures access to the gym and membership dues are current. A membership barcode ID may be used only by the member to whom it was issued. A member may request a new barcode if their existing barcode becomes illegible or can no longer be scanned.

Orientation and Fitness Assessment

It is recommended new members schedule a facility and equipment orientation with the onsite fitness team and make an appointment for a free fitness assessment.

Each component of a member's fitness assessment is thoroughly evaluated and securely recorded. These data, combined with health history questionnaire responses, enable the fitness team to design a complete, individualized exercise program with the person's specific goals in mind.

Fitness assessment areas of measurement include:

- Cardiovascular/Aerobic Capacity
- Muscular Strength
- Muscular Endurance
- Flexibility
- Percentage of Body Fat
- Resting Pulse and Blood Pressure

Payments

Membership is established by a non-refundable initiation fee. Dues are automatically deducted each month using the member's credit card on file. Rates are determined by the Board of Directors. Personal checks pre-paying 1 year's membership dues are also accepted.

Billing

Membership dues are automatically deducted using a credit card on file. If the membership is not paid three months past the due date, the membership will be canceled. After this time, reinstatement of membership will involve paying a \$35 initiation fee along with regular membership dues.

Cancellation

Any member wishing to cancel their STATS gym membership must send an email to info@stats-gym.com requesting the cancellation. Upon receipt, it takes up to two weeks for membership to be terminated. Additionally, there will be no extensions or suspensions on any membership payments.

Closure Guidelines

The management company's staff notifies STATS members of any changes in regular operating hours via their emails on file or, if the member is at the gym, in person.

Temperature

If the temperature in the gym is below 58 degrees, STATS may close on a temporary basis pending GSA's estimate as to how long it will take to repair the problem. Onsite fitness specialists on duty will relocate to an office unaffected by the cold temperature and monitor the situation. At this time, a sign will be posted on the door advising of the temporary closure of STATS gym. If it is determined that the problem cannot be fixed in a reasonable amount of time, STATS gym may remain closed. A Broadcast message sent to all headquarters employees and a notice posted on the STATS gym website and the gym's front door will note "closed until."

If the temperature exceeds 84 degrees Fahrenheit, members will be cautioned to adjust their workouts in response to the higher temperatures.

Water Availability

Unless the entire building is closed due to lack of water, the STATS gym will remain open. If no water is available, the showers and toilets will be closed, but the exercise area will remain open. If there is an issue with the water, a notice will be posted in STATS gym. GSA replaces the filter at the water bottle filling station as needed.

Security Issues

STATS gym follows all general security guidelines established by the Census Bureau's SFC security office.

The use of cellular telephones, cameras, and devices with video or photographic capabilities is not permitted in the locker rooms.

When investigating reported incidents, the Security Office may review security camera footage recorded at the gym's entrance.

Staff Availability

In the event of an extreme emergency, when only one staff member is working and no other staff members are available for back up coverage, STATS gym will close, and a notice will be emailed to members and a sign posted on the gym door.

The Gym Is Also Closed

- Federal holidays.
- When a Presidential Executive Order closes the government and excuses federal employees from duty. (This usually occurs the day before or after a federal holiday.)
- Government shutdowns.
- General Services Administration-announced Suitland Federal Center closures.
- When onsite fitness staff or the STATS Board determines an unsafe or emergency condition inside the gym or building or a severe weather warning may impact members' safety.

Grounds for Revoking or Suspending Membership

The FABOC Board of Directors reserves the right to suspend and/or revoke any member or membership for violating any rule or regulation set by the Board.

Suspension: The FABOC Board of Directors will set the period of suspension based on the type and degree of violation. A \$35.00 penalty fee will be assessed to a suspended member. A member can be suspended twice. On the third violation, regardless of reason, membership is permanently revoked and all prepaid fees are forfeited.

Code of Conduct

- Follow rules and regulations that are specified in this document and posted at the gym.
- Use equipment with care. Do not drop weights!
- Wipe down exercise equipment after use; including weight benches, cardio equipment, exercise mats, etc.
- Return equipment to its proper place.
- Exercises deemed unsafe by the staff are not allowed.
- No harassment or abusive or derogatory language is permitted.

Prohibited harassment under the Code consists of unwelcome verbal or physical conduct or communication. Fitness Center membership carries with it the responsibility of appropriate conduct. Violation of any rules or other abusive or irresponsible behavior may result in one or more of the following:

- A formal complaint filed with the Human Resources department of the member's respective Bureau.
- Verbal or written warning by the Board.
- Restricted use of the facility.
- Suspension of membership and/or fine.
- Revocation of membership.
- SFC Security involvement.
- Federal Protective Services involvement.